



DEPARTMENT OF CORRECTIONS

Leading Nevada Corrections Into the Future

REQUEST FOR QUALIFICATIONS No. 1212

For

FOOD SERVICE IN PARTNERSHIP WITH PRISON INDUSTRIES

Release Date: December 18, 2003

Deadline for Submission and Opening Date and Time: January 30, 2004 @ 2:00 p.m. PST

For additional information, please contact:

Nevada Department of Corrections/Prison Industries
Attn: John McCuin
2770 S. Maryland Parkway, Ste. 300
Las Vegas, NV 89109

See Page 4, for instructions on submitting proposals.

Company Name _____ Contact Person _____

Address _____ City _____ State _____ Zip _____

Telephone (____) _____ Fax (____) _____ Federal Tax ID No. _____

E-Mail Address: _____

Prices contained in this proposal are subject to acceptance within _____ calendar days.

I have read, understand, and agree to all terms and conditions herein. Date _____

Signed _____ Print Name & Title _____

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1. **OVERVIEW OF REQUEST**

The Nevada Department of Corrections, Prison Industries Division is requesting qualified food services vendors interested in providing meals and other associated nutritional services. The purpose of this Request for Qualifications (RFQ) is to establish a list of qualified vendors to respond to a solicitation for a contract to supply meals and food related services to the Nevada Department of Corrections as part of the Prison Industries Division.

The Nevada Department of Corrections houses up to 11,000 inmates; the services to be provided will include feeding of inmates seven days a week, and implementation of a cook/chill process. The vendor is to provide additional equipment, supplies and materials to complete this contract. Staffing will be shared with Prison Industries based on qualifications and history. The Department will supply the kitchen, significant existing equipment, utilities, maintenance of major equipment and building.

The Department is anticipating entering into a Prison Industry/Private Sector partnership with a minimum commitment of three years, renewable for an additional two years.

There will be a mandatory site visit on Wednesday, January 14, 2004 at High Desert State Prison located in Indian Springs, Nevada. You must contact John McCuin at (702) 486-6491 or jmccuin@ndoc.state.nv.us no later than January 5, 2004 @ 2 p.m. PST to arrange for your visit.

Additionally, all persons who will be entering prison grounds will be required to complete a consent form for the purpose of a background check prior to the scheduled site visit. Please be sure that all questions are answered completely, front and back and return to Michele Liebherr. Incomplete forms are grounds for denial as is the failure to list all arrests and convictions. To obtain a copy of the Consent Form, please contact Michele Liebherr at (775) 887-3319.

2. **PROGRAM OBJECTIVES**

The objectives of the Food Services program are as follows:

- 1) To deliver high quality food service that can be audited against established nutritional and health standards.
- 2) To operate the food services program, using corrections experienced and professionally trained personnel.
- 3) To operate the food services program in a cost effective manner, with full reporting to the Assistant Director for Industrial Programs of the Department of Corrections including profit for Prison Industries.
- 4) To develop and implement a written foodservices plan with clear objectives, policies, procedures and annual evaluation of performance and compliance.
- 5) To maintain an open collaborative relationship with the administration and staff of the Nevada Department of Corrections and other state departments.
- 6) To maintain standards established by Nevada Department of Corrections, as well as ACA, Nevada and Federal Corrections Food Services Standards.

- 7) To offer a comprehensive program for continuing staff and inmate education resulting in post release inmate employment.
- 8) To operate the food services program in a humane manner with respect to the inmates' rights to basic health and nutritional standards.

3 REQUESTED QUALIFICATIONS

3.1 To be considered for award of this contract the vendor must have, as a minimum, the following qualifications:

- 3.1.1 The vendor must be organized for the purpose of providing institutional and/or volume food service, and must have five (5) years current correctional feeding experience with proven effectiveness in administering large scale corrections food service programs.
- 3.1.2 The vendor must have a proven ability for a contract start-up by July 1, 2004.
- 3.1.3 The vendor must have qualified and trained staff with sufficient back-up personnel to successfully complete the contract requirements.
- 3.1.4 Provide a minimum of five (5) correctional system references for which the vendor currently provides food service. Three (3) of these correctional institution references must be contracts with a State Department of Corrections to operate their system wide Food Service Program.
- 3.1.5 The vendor must have the central office capability to supervise and monitor the program insuring satisfactory provision of services.
 - 3.1.5.1 All vendors must first and foremost meet the requirements of this RFQ from which a proposed vendor list will be established. Preference will additionally be provided for:
 - Nevada owned and operated Parent Corporation
 - United States owned and operated Parent Corporation
 - Foreign owned and operated Parent Corporation
 - 3.1.5.2 All vendors are to provide the name and complete address of their Parent Corporation. Failure to do so will result in disqualification during the RFP process.
- 3.1.6 The vendor must have adequate financial resources to establish a new food services program and maintain personnel and supplies to successfully perform this contract.

3.2 Additionally all submittals must include:

- 3.2.1 Statement of interest describing how the organization could serve the needs of the program

as described.

- 3.2.2 An organizational chart and/or staffing plan clearly showing individuals and positions involved in delivery of food services to the State.
- 3.2.3 A description of how food service for a prison population differs from other food service operations and how the organization has evolved and adapted programs and management methods to deal in this unique environment.
- 3.2.4 A description of the methods to be used in the development of a “food services plan” for the prison system.
- 3.2.5 In light of State and Federal regulations regarding food services for inmates, what are the major factors influencing the delivery of food services in prisons and how does your organization address those issues.
- 3.2.6 List at least five sites where your organization has recently provided food services programs for state corrections systems, including the name of the department, address, contact person and phone number. Choose one example most similar to the Nevada Department of Corrections and describe the food services program your organization developed.
- 3.2.7 The Food Service Program will be a significant component within the Department of Corrections Prison Industry Program (P.I.). Describe in detail how the organization will integrate with Prison Industries, assuring PI oversight of the process and profitability for the PI program.
- 3.2.8 The Nevada Department of Corrections is committed to enhancing the re-entry process for the inmates. Describe in detail the organizations’ plan for contributing to the re-entry process; include a list of significant local employers who will partner with you in these efforts. This plan must include recognition of Nevada employment trends (opportunities) for re-entering inmates. The plan must include a basis for funding infrastructure enhancements necessary to provide meaningful pre-release training for re-entering inmates.
- 3.2.9 Demonstrate the organizations capacity to introduce additional ongoing non-Nevada public funding to the Department of Corrections as a means of enhancing the Department’s Food Service Program with particular emphasis on the obtaining of cook/chill equipment. Identify the process for conversion of the Department to a cook chill operation in detail.
- 3.2.10 Discuss and describe the organizations’ plan and capacity for introducing new inmate employers to the Department of Corrections as an expansion of the Department’s Prison Industry Program.
- 3.2.11 Discuss and describe how the organization would create additional Public/Private Partnerships that could serve as a basis for re-affirming the Prison Industry Program’s goal of reducing inmate idleness, teaching work skills and work ethics, reducing incarceration while providing high quality products at competitive prices.
- 3.2.12 Submit the most recent copy of the organizations financial report. If the company is a subsidiary or division of a corporation, the relationship of the vendor must be clearly delineated in the proposal.

4. **SUBMITTAL INSTRUCTIONS**

4.1 Nevada Department of Corrections/Prison Industries will accept questions and/or comments in writing that the mandatory site visit may evoke and any other questions and/or comments regarding this RFQ by mail, facsimile or e-mail as follows:

Questions must reference the identifying RFQ No. 1212 and be addressed to:

Nevada Department of Corrections/Prison Industries
Attn: John McCuin
2770 S. Maryland Parkway, Ste. 300
Las Vegas, NV 89109
jmccuin@ndoc.state.nv.us
Fax: (702) 486-6431

The deadline for submitting questions is January 16, 2004 at 2:00 p.m., Pacific Standard Time. All questions and/or comments will be addressed in writing and mailed, faxed or e-mailed to prospective vendors on or about January 22, 2004. Please provide company name, address, phone number, fax number, e-mail address and contact person when submitting questions.

4.2 RFQ Timeline

<i>TASK</i>	<i>DATE/TIME</i>
Deadline for submitting questions	01/16/04 @ 2:00 pm. PST
Answers to all questions submitted available on or about	1/22/04 @ 2:00 p.m. PST
<u>Deadline for submission and opening of proposals</u>	<u>01/30/04 @ 2:00 p.m. PST</u>

NOTE: These dates represent a tentative schedule of events. The State reserves the right to modify these dates at any time, with appropriate notice to prospective vendors.

4.3 Vendors must submit one (1) original proposal marked "MASTER" and four (4) identical copies to:

Nevada Department of Corrections/Prison Industries
Attn: John McCuin
2770 S. Maryland Parkway, Ste. 300
Las Vegas, NV 89109

Proposals shall be clearly labeled in a sealed envelope or box as follows:

REQUEST FOR QUALIFICATIONS No. 1212
PROPOSAL OPENING DATE: January 30, 2004
FOR: FOOD SERVICE IN PARTNERSHIP WITH PRISON INDUSTRIES

- 4.4 **Proposals must be received at the above-referenced address no later than 2:00pm PST, January 30, 2004.** Proposals that do not arrive by proposal opening time and date WILL NOT BE ACCEPTED. Vendors may submit their proposal any time prior to the above stated deadline.
- 4.5 The State will not be held responsible for proposal envelopes mishandled as a result of the envelope not being properly prepared. Facsimile or telephone proposals will **NOT** be considered; however, proposals may be modified by fax or written notice provided such notice is received prior to the opening of the proposals.
- 4.6 Although it is a public opening, only the names of the vendors submitting proposals will be announced NRS §333.335(6). Technical and cost details about proposals submitted will not be disclosed. Assistance for handicapped, blind or hearing-impaired persons who wish to attend the RFQ opening is available. If special arrangements are necessary, please notify the Nevada Department of Corrections designee as soon as possible and at least two days in advance of the opening.
- 4.7 If discrepancies are found between two or more copies of the proposal, the master copy will provide the basis for resolving such discrepancies. If one copy of the proposal is not clearly marked “MASTER,” the State may reject the proposal. However, the State may at its sole option, select one copy to be used as the master.
- 4.8 For ease of evaluation, the proposal should be presented in a format that corresponds to and references sections outlined within this RFQ and should be presented in the same order. Responses to each section and subsection should be labeled so as to indicate which item is being addressed. Exceptions to this will be considered during the evaluation process.
- 4.9 If complete responses cannot be provided without referencing supporting documentation, such documentation must be provided with the proposal and specific references made to the tab, page, section and/or paragraph where the supplemental information can be found.
- 4.10 Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFQ. Expensive bindings, colored displays, promotional materials, etc., are not necessary or desired. Emphasis should be concentrated on conformance to the RFQ instructions, responsiveness to the RFQ requirements, and on completeness and clarity of content.
- 4.11 Descriptions on how any and all equipment and/or services will be used to meet the requirements of this RFQ shall be given, in detail, along with any additional information documents that are appropriately marked.
- 4.12 The proposal must be signed by the individual(s) legally authorized to bind the vendor NRS §333.337.
- 4.13 For ease of responding to the RFQ, vendors are encouraged, but not required, to request an electronic copy of the RFQ. Electronic copies are available in the following formats: Word 2000 via e-mail, diskette, or on the NDOC website in PDF format at www.ndoc.state.nv.us When requesting an RFQ via e-mail or diskette vendors should contact the agency point of contact for assistance. In

the event vendors choose to receive the RFQ on diskette, the vendor will be responsible for providing a blank 3.5" formatted diskette; unless vendors provide a Federal Express, Airborne Express, etc. account number and appropriate return materials, the diskette will be returned by first class U.S. mail.

- 4.14 Vendors utilizing an electronic copy of the RFQ in order to prepare their proposals should place their written response in *an easily distinguishable font* immediately following the applicable question.
- 4.15 ***For purposes of addressing questions concerning this RFQ, the sole contact will be John McCuin. Upon issuance of this RFQ, other employees and representatives of the agencies identified in the RFQ will not answer questions or otherwise discuss the contents of this RFQ with any prospective vendors or their representatives. Failure to observe this restriction may result in disqualification of any subsequent proposal NRS §333.155(3).*** This restriction does not preclude discussions between affected parties for the purpose of conducting business unrelated to this procurement.
- 4.16 If a vendor changes any material RFQ language, vendor's response may be deemed non-responsive NRS §333.311.
- 4.17 A Vendor who believes proposal requirements or specifications are unnecessarily restrictive or limit competition may submit a request for administrative review, in writing, to the Nevada Department of Corrections. To be considered, a request for review must be **received** no later than the deadline for submission of questions.

The Nevada Department of Corrections shall promptly respond in writing to each written review request, and where appropriate, issue all revisions, substitutions or clarifications through a written amendment to the RFQ.

Administrative review of technical or contractual requirements shall include the reason for the request, supported by factual information, and any proposed changes to the requirements

- 4.18 Vendors are cautioned that some services may contain licensing requirement(s). Vendors shall be proactive in verification of these requirements prior to proposal submittal. Proposals, which do not contain the requisite licensure, may be deemed non-responsive. However, this does not negate any applicable Nevada Revised Statute (NRS) requirements.
- 4.19 **Proposals shall be submitted in two (2) distinct parts - the narrative/technical proposal and the cost proposal. THE NARRATIVE/TECHNICAL PROPOSAL MUST NOT INCLUDE COST AND PRICING INFORMATION.** While Technical and Cost proposals may be shipped together (i.e., in the same box/envelope), each proposal, inclusive of the master and requisite number of copies, must be bound or packaged separately.

5. INSTITUTIONS AND LOCATIONS

The Nevada Department of Corrections has seven Correctional Centers, ten adjacent camps and one restitution center. The locations of the institutions and the camps are statewide. See map on page 10. It will be necessary to be able to supply food services to all of the following:

Northern Nevada Correctional Center
1721 Snyder Avenue
Carson City, NV 89701

Warm Springs Correctional Center
3301 E. Fifth St.
Carson City, NV 89702

Stewart Conservation Camp
1721 Snyder Avenue
Carson City, NV 89701

Silver Springs Conservation Camp
4950 Shirlee
Silver Springs, NV 89429

Nevada State Prison
3301 E. Fifth St.
Carson City, NV 89702

Northern Nevada Restitution Center
2595 E. Second St.
Reno, NV 89502

Lovelock Correctional Center
1200 Prison Rd.
Lovelock, NV 89419

Ely State Prison
4569 N. State Rt. 490
Ely, NV 89301

Carlin Conservation Camp
124 Suzie Creek Rd.
Carlin, NV 89822

Ely Conservation Camp
Horse and Cattle Camp Rd.
Ely, NV 89301

Humboldt Conservation Camp
8105 Conservation Rd.
Humboldt, NV 89446

Wells Conservation Camp
HC 67-50
Wells, NV 89835

High Desert State Prison
22010 Cold Creek Rd.
Indian Springs, NV 89070

Southern Desert Correctional Center
Cold Creek Rd.
Indian Springs, NV 89018

Tonopah Conservation Camp
100 Conservation Rd.
Tonopah, NV 89049

Indian Springs Conservation Camp
Cold Creek Rd.
Indian Springs, NV 89018

Pioche Conservation Camp
1 Hardtimes Rd.
Pioche, NV 89043

Jean Conservation Camp
3 Prison Rd.
Jean, NV 89019

There are presently 7 institutions, 10 conservation camps, and 1 restitution center administered by the Department of Corrections. In addition, there is one privately administered institution in Las Vegas.

Phone numbers, addresses and driving directions can be found on our Contact Information page, at <http://www.doc.nv.gov/contact/>.

